

VIRGINIA: IN THE CIRCUIT COURT OF FAIRFAX COUNTY

Plaintiff	Law No.
vs.	Chancery No.
Defendant	Fiduciary No.

SERVE:

FRIDAY MOTIONS DAY – PRAECIPE/NOTICE

Moving Party: Plaintiff Defendant Other

Title of Motion: _____ **Attached** **Previously Filed**

DATE TO BE HEARD: _____ **Time Estimate** (combined no more than 30 minutes): _____

Time to be Heard:	9:00 a.m. with a Judge	9:00 a.m. without a Judge	
	10:00 a.m. (LAW Cases)	Does this motion require 2 weeks notice?	Yes No
	11:30 a.m. (CHY/FID Cases)	Does this motion require 2 weeks notice?	Yes No

Case continued from: _____
(Date)

Moving party will use *Appearance By Phone*TM: Yes No

Judge _____ **must** hear this motion because (check one reason below):
The matter is on the docket for presentation of an order reflecting a specific ruling previously made by that Judge.
This Judge has been assigned to this entire case by the Chief Judge; or,
The Judge has advised counsel that all future motions, or this specific motion, should be placed on this Judge's docket

PRAECIPE by: _____
Printed Attorney Name/ Moving Party Name Firm Name

Address

Tel. No.	Fax No.	VSB No.	E-Mail Address (optional)
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CERTIFICATIONS

I certify that I have in good faith conferred or attempted to confer with other affected parties in an effort to resolve the subject of the motion without Court action, pursuant to Rule [4:15\(b\)](#) of the Rules of the Supreme Court of Virginia; and, I have read, and complied with, each of the Instructions for Moving Party on the reverse side of this form.

Moving Party/Counsel of Record

CERTIFICATE OF SERVICE

I certify on the _____ day of _____, _____, a true copy of the foregoing Praecipe was
mailed faxed delivered to all counsel of record pursuant to the provisions of Rule [4:15\(e\)](#) of the Rules of the Supreme Court of Virginia.

Moving Party/Counsel of Record

INSTRUCTIONS FOR MOVING PARTY

DATE/TIME: All motions should be noticed for the 10:00 a.m. Law Docket (All Law Cases) or the 11:30 a.m. Chancery Docket (All Chancery Cases and Fiduciary Matters) unless the moving party believes the motion will be uncontested. All motions believed to be uncontested should be noticed for 9:00 a.m. All motions noticed for 9:00 a.m. should be set without a judge, unless evidence will be required (e.g., *Ex Parte* Proof, Infant Settlements, Fiduciary Matters), or if it is necessary for the order to be entered that morning rather than in chambers at a later time. **A minimum of two weeks' notice is required for all motions for Summary Judgment, Demurrers, Pleas in Bar, motions pertaining to discovery disputes and other motions for which any party desires to file a memorandum.** A memorandum of points and authorities of five pages or less must accompany any of these pleadings and any other motion placed on the Two Week Docket. If either party believes it necessary to file a memorandum exceeding five double-spaced pages, then the parties must utilize the Briefing Schedule procedure: contact opposing counsel or the opposing party and by agreement conduct a telephone conference call with the Calendar Control Judge, (703) 246-2221; or, if agreement is not possible, give advance notice of an appearance before the Calendar Control Judge to establish a Briefing Schedule.

Each side should bring a draft proposed order to Court on the day of the hearing, as the ruling must be reduced to an order that day, absent leave of Court. Cases may only be removed from the docket by the Court or by counsel for the moving party or the moving party. One Week Motions may be removed from the docket up until 4:00 p.m. on the Thursday preceding the hearing date, by contacting the Motions Clerk: (703) 246-4355. Two Week Motions may not be continued or removed from the docket after 4:00 p.m. on the Friday preceding the hearing date, without leave granted by the Judge assigned to hear the motion, for good cause shown.

If a hearing on any motion must take longer than thirty (30) minutes, the moving and responding parties, or their counsel, should appear before the Calendar Control Judge to request a hearing for a day other than a Friday. See, "Motions Requiring More than 30 Minutes" in "Friday Motions Docket Procedures" on the Court's website at <http://www.fairfaxcounty.gov/courts/circuit/CCR-E-05.htm>

MOTIONS TO RECONSIDER: Do not set a Motion to Reconsider for a hearing. (See Friday Motions Docket Procedures, available from the Clerk's Office, the Bar Association office or on the Court's website at the address above.

CERTIFICATIONS OF MOVING PARTY/COUNSEL: Rule [4:15](#)(b) of the Rules of the Supreme Court of Virginia provides in pertinent part that "Absent leave of court, and except as provided in paragraph (c) of this Rule, reasonable notice shall be in writing and served at least seven days before the hearing. Counsel of record shall make a reasonable effort to confer before giving notice of a motion to resolve the subject of the motion **and to determine a mutually agreeable hearing date and time.**"

CERTIFICATE OF SERVICE: Pursuant to Rule [4:15](#) (e), a motions pleading shall be deemed served when it is actually received by, or in the office of, counsel of record through delivery, mailing, or facsimile transmission; not when it is mailed or sent.

INFORMATION FOR MOVING PARTY

APPEARANCE BY PHONE™: In most cases, you may appear by phone in lieu of appearing in Court for the hearing. To set up an appearance by phone, you must call (888) 527-7327 or visit <http://www.appearancebyphone.com/>. For information, please see *Appearance by Phone™* information packets available in the Clerk's Office or visit the Court's website at <http://www.fairfaxcounty.gov/courts/circuit/CCR-E-60-70.htm>. The Clerk's Office prefers that you notify it that you have set up an appearance by phone by calling (703) 246-2880 no later than 4:00 p.m. on Thursday prior to the hearing date. The Court encourages use of this procedure, and either party may appear by phone.

CONCILIATION PROGRAM: The Fairfax Circuit Court strongly encourages use of conciliation procedures to resolve motions. The Fairfax Bar Association's Conciliation Program conducts conciliation without charge by experienced litigators, who meet in person or by telephone with all interested parties. To request conciliation, fax a Request for Conciliation form to the Fax Hotline, (703) 715-2230; e-mail a request for conciliation to: ffxconciliation@aol.com; or leave a voice mail message at (703) 715-9600. You will be contacted before the hearing date by a representative of the Conciliation Program.